

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

Classification: Staff Services Analyst	Position No. 1300-5157-xxx
CBID: R01	Office: Public Adviser
Date Prepared: October 31, 2016	Division: Executive/Small Offices
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Public Adviser, the incumbent will perform work of average difficulty to improve the public's awareness and participation in the programs and activities of the Commission. The Public Adviser advises the public on how to participate fully and advises the Commission on the measures it should employ to assure open consideration.

The incumbent will assist the Public Adviser in the implementation of AB 865 and the diversity initiatives of the Commission which may include monitoring, directing, and/or responding to inquiries from the public, planning and facilitating related activities, and researching and evaluating activities and programs for improving public participation.

WORKING CONDITIONS. Work is performed indoors in an office setting and/or meeting room settings involved sitting, standing and/or walking. The incumbent must work well with people inside an outside the Energy Commission, especially members of the general public. Travel, often overnight, will be required to attend workshops and meetings; and may result in additional hours beyond an eight-hour workday. While performing the duties described below, the incumbent is required to work independently and/or in a team environment; to utilize a personal computer and appropriate Commission software such as word processing, electronic mail and the internet; and to organize and/or participate in meetings with other staff and other agencies, as appropriate. The incumbent must be able to manage multiple assignments with competing deadlines of short duration and have excellent public speaking skills.

DUTIES AND RESPONSIBILITIES:

- 30% **Public Coordination (E):** Assist in identifying interested and affected public for diversity initiatives and funding opportunity events at the Commission and recommends to the Public Adviser opportunities to improve public participation including, creating/expanding mailing lists for various activities and programs at the Commission. Professionally responds and assists with public inquiries by communicating complicated information in a simple, consumer-friendly manner. Effectively organize and manage an assigned project and program activities associated with Commission funding opportunities.
- 25% **Policy / Program Focus (E):** Conducts the less complex research and analyses; and make recommendations to the Public Adviser about developing public participation policy, the role of public participation in developing Energy Commission funding program outreach, and the appropriate tools to that may be employed to maximize public outreach and involvement. Assist in researching

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and evaluating the Commission's public outreach and engagement activities.
Write status reports for the Commissioners.

- 25% **Workshops and Meetings (E)**: As directed by the Public Adviser, assist in planning or attend workshops and other meetings to ensure that full and adequate participation by members of the public is secured.
- 10% **Information Monitoring (E)**: Reviews docketed materials and information from other agencies, and identify issues which may have impact on, or be of interest to, the public at large for Public Adviser's action. Reviews and properly refers public participation issues under the American with Disabilities Act (ADA).
- 10% **Other Duties (M)**: Performs other duties consistent with the classification as directed by the Public Adviser.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Vacant	Date	Alana Mathews	Date
Staff Service Analyst		Public Adviser	